



## Assessment of Observed Job Performance

As Referenced in WAC 357-13-090

**INSTRUCTIONS:** This form is to be used when the incumbent has performed at the higher level class for at least six months, meets the competencies and other requirements for the position, and is valid only with an attached Position Description Form.

***Some fields on this form offer Help Information. To access, press F1 in the text field.***

Employee's Last Name	Employee's First Name	Employee's Middle Name or Initial
Position Number	Proposed Class Title (Position Short Description)	Time Observed (Months)

I have supervised this employee performing the higher level duties as described in the attached Position Description. It is my observation and assessment that the incumbent has performed these duties, at or above minimum standards, and has the competencies, knowledge, skills, and abilities for the higher level class.

Comments

Date	Supervisor's Phone Number	Title	Supervisor's Signature
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### For Human Resource Office Use Only

Incumbent Employee's Current Class	Employee ID Number
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- ☐ Incumbent on the current higher class register. Score is \_\_\_\_\_
- OR**
- ☐ Incumbent meets the minimum, acceptable, or desirable qualification for higher class (Application attached)
- AND**
- ☐ Incumbent has the competencies, knowledge/skills, and abilities needed for the new class.

Comments

Date Reviewed	Personnel Officer's Phone	Personnel Officer's Signature
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The Public Records Act, RCW 42.17.250, et. seq., requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.